

# Document Cover Sheet

*Read these instructions carefully before completing this form. Make sure all applicable spaces have been properly filled in before you return this form. Otherwise, the form cannot be used.*

## BASIC INFORMATION

**When to Use This Form:** Use the Document Cover Sheet when you are submitting a document for recordation in the U.S. Copyright Office.

**Mailing Requirements:** It is important that you send **two** copies of the Document Cover Sheet, any additional sheets, the document, and the fee together in the same envelope or package. The Copyright Office cannot process them unless they are received together. Send to:

*Library of Congress, Copyright Office, Documents Recordation Section, LM-462, 101 Independence Avenue, S.E., Washington, D.C. 20559-6000.*

Two copies of this Document Cover Sheet should be submitted with each document. Cover sheets should be typed or printed and should contain the information requested so the Copyright Office can process the document and return it. Be sure to complete the return address space. The Copyright Office will process the document based on the information in the document. Therefore, parties and titles should be clearly identified in the document or an attachment to it. Information for indexing will not be taken from the Document Cover Sheet. To be recordable, a document must satisfy the recordation requirements of the copyright code and Copyright Office regulations.

The person(s) submitting a document with a cover sheet is (are) solely responsible for verifying the correctness of the cover sheet and the sufficiency of the document. Recording a document submitted with or without a cover sheet does not constitute a determination by the Copyright Office of the document's validity or effect. Only a court may make such determinations.

Any cover sheets submitted will be recorded with the document as part of the official recordation.

### PRIVACY ACT ADVISORY STATEMENT Required by the Privacy Act of 1974 (P.L. 93-579)

The authority for requesting this information is title 17 U.S.C., sec. 205. Furnishing the requested information is voluntary. But if the information is not provided, it may be necessary to delay recordation.

The principal uses of the requested information are the establishment and maintenance of a public record and the evaluation for compliance with the recordation requirements of section 205 of the copyright code. Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright recordations, and preparation of search reports upon request.

NOTE: No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this cover sheet.

## SPACE-BY-SPACE INSTRUCTIONS

### 1 SPACE 1: Name of Party or Parties to the Document

List up to the first three (3) parties to this document.

### 2 SPACE 2: Date of Execution

Give the date the accompanying document (not this Cover Sheet) was executed and/or became effective.

### 3 SPACE 3: Completeness of Document

Check a box. All documents recorded under section 205 of the copyright code must be complete by their own terms in order to be recordable. Examples of section 205 documents include transfers of copyright ownerships and other documents pertaining to a copyright, such as exclusive and nonexclusive licenses, contracts, mortgages, powers of attorney, certificates of change of corporate name or title, wills, and decrees of distribution.

### 4 SPACE 4: Description of Document

Check a box that describes the document.

### 5 SPACE 5: Title of First Work

List the title of the first work included in the document.

### 6 SPACE 6: Number of Titles in Document

The total number of titles determines the recordation fee. In the case of multiple title documents, titles that are repeated in documents will be counted as a single title, except where the document lists different issues, volumes, chapters, or installments following the title. Each such entry will be regarded as a separate title and will be indexed separately and counted separately for purposes of computing the recordation fee. The Copyright Office will verify title counts.

### 7 SPACE 7: Amount of Fee

The fee for a document of any length containing one title is \$50. Additional titles are \$15 for each group of 10 or fewer. Calculate the fee from the information given in Space 6. Fees are effective through June 30, 2002.

### 8 SPACE 8: Fee Enclosed

Check a box. If a Copyright Office Deposit Account is to be charged, give the Copyright Office Deposit Account number and name.

### 9 SPACE 9: Affirmation

This space must be completed by all applicants. The party to the document submitting it for recordation or his/her authorized agent should sign the affirmation and authorization contained in this space. This affirmation and authorization is not a substitute for the certification required for documents containing a photocopy signature. (See Certification, Space 10.) The affirmation must be signed even if you are signing Space 10.

### 10 SPACE 10: Certification

Complete this section only if submitting photocopied documents in lieu of a document bearing the actual signature.

Certification: Any transfer of copyright ownership or other document pertaining to a copyright (section 205) may be recorded in the Copyright Office if the document bears the actual signature of the person or persons who executed (signed) the documents. If a photocopy of the original signed document is submitted, it must be accompanied by a sworn or official certification. A sworn certification signed by at least one of the parties to the document or their authorized representative (who is identified as such) at Space 10 will satisfy that requirement. **Copies of documents on file in a federal, state, or local government office must be accompanied by an official certification.**

**If you sign Space 10, you must also have signed Space 9.**

Fees are effective through June 30, 2002. After that date, check the Copyright Office Website at [www.loc.gov/copyright](http://www.loc.gov/copyright) or call (202) 707-3000 for current fee information.

## DOCUMENT COVER SHEET



For Recordation of Documents  
UNITED STATES COPYRIGHT OFFICE

DATE OF RECORDATION  
(Assigned by Copyright Office)

Month Day Year

Volume Page

Volume Page

FUNDS RECEIVED

Do not write above this line.

### To the Register of Copyrights:

*Please record the accompanying original document or copy thereof.*

FOR OFFICE USE ONLY

**1** Name of the party or parties to the document spelled as they appear in the document (List up to the first three)

**2** Date of execution and/or effective date of the accompanying document (month) (day) (year)

**3** Completeness of document  
☐ Document is complete by its own terms.  
☐ Document is not complete. Record "as is."

**4** Description of document  
☐ Transfer of Copyright  
☐ Security Interest  
☐ Change of Name of Owner  
☐ Termination of Transfer(s) [Section 304]  
☐ Shareware  
☐ Life, Identity, Death Statement [Section 302]  
☐ Transfer of Mask Works  
☐ Other

**5** Title of first work as given in the document

**6** Total number of titles in document

**7** Amount of fee calculated \$

**8** Fee enclosed  
☐ Check  
☐ Money Order  
☐ Fee authorized to be charged to :  
Copyright Office  
Deposit Account number

Account name

**9** Affirmation:\* I hereby affirm to the Copyright Office that the information given on this form is a true and correct representation of the accompanying document. This affirmation will not suffice as a certification of a photocopy signature on the document.  
(Affirmation *must* be signed even if you are also signing Space 10.)

**10** Certification:\* Complete this certification in addition to the Affirmation if a photocopy of the original signed document is substituted for a document bearing the actual signature.

**NOTE:** This space *may not* be used for an official certification.

I certify under penalty of perjury under the laws of the United States of America that the accompanying document is a true copy of the original document.

Signature

Duly Authorized Agent of:

Date

Recordation will be mailed in window envelope to this address:

Name▼
Number/Street/Apt▼
City/State/ZIP▼

#### YOU MUST:

- Complete all necessary spaces
- Sign your Cover Sheet in Space 9

#### SEND ALL 3 ELEMENTS TOGETHER:

1. Two copies of the Document Cover Sheet
2. Check/money order payable to Register of Copyrights
3. Document

#### MAIL TO:

Library of Congress, Copyright Office  
Documents Recordation Section, LM-462  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

The recordation fee for the Document Cover Sheet is \$50 and \$15 for each group of 10 additional titles as of July 1, 1999.

\*Knowingly and willfully falsifying material facts on this form may result in criminal liability. 18 U.S.C. §1001.

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